

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #14-119**

**OPENING DATE:** 17 Sept 14    **CLOSING DATE:** 1 Oct 14    **AGENCY:** 5704    **PIN:** 0011

**POSITION:** CONSTRUCTION PROJECT OFFICER

**STARTING SALARY:** \$34,329.70

**LOCATION OF POSITION:** MS Military Department, Facilities Management Directorate, 1410 Riverside Dr.,  
Jackson, MS 39202

**TELEPHONE INQUIRIES:** Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

**APPLICATION MUST BE SUBMITTED TO:** MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027,  
Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

**APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.**

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***SPECIAL CONDITION:** MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree from an accredited four-year college or university in Engineering, Engineering Technology, Architectural Technology or related field,

**OR;**

Associate's Degree in Pre-Engineering, Engineering Technology, Drafting and Design Technology, Architectural Technology or related field and two (2) years related experience,

**OR;**

High school education or GED and four (4) years related experience.

**PROOF OF EDUCATION (ABOVE HIGH SCHOOL) WITH COPY OF TRANSCRIPT OR DIPLOMA MUST BE SUBMITTED WITH APPLICATION.**

**DUTIES AND RESPONSIBILITIES:** (Not all inclusive, will be fully explained during interview)

1. Project documentation validation: validates tenant; verifies scope of project; verifies project cost; establishes, tracks, and maintains reasonable schedule milestones; coordinates site visits; recommends and verifies project delivery method (design-bid-build, construction manager at risk, design-build, etc.); coordinates with environmental work center.
2. Architect/Engineering firm (A/E) selection process: writes A/E scope of work; provides input for advertisement; reviews A/E initial packet; participates in pre-selection process; participates in interview process; A/E firm for contract.
3. A/E contract negotiation: develops detailed cost estimate; participates in contract negotiation.
4. Supervision of A/E contract service: coordinates issuance of notice (all phases); conducts initial design conference; identifies user group; coordinates with each user group; reviews programming charrette information with A/E; reviews and refines data from each user group with A/E.
5. Bidding process: participates in legal review; requests bid solicitation; facilitates commissioning agent; participates in pre-bid conference; coordinates interpretation of plan/specification; coordinates approval/disapproval of substitution; prepares bid addendum; participates in bid opening; evaluates bid results; recommends items for contract award; participates in pre-award qualification of low bidder.
6. Travels in support of construction process; travels in support of design process; operates government vehicle.

**AREA OF CONSIDERATION: OPEN COMPETITIVE**

AGO Form 14-R (Revised 1Apr00)

Page 1 of 2 Pages

## **SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES**

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 12/94)**, **MS MILITARY DEPT. ADDENDUM #1** (AGO Form 82-2R, dated 1 May 93) and **MS MILITARY DEPT. ADDENDUM #2** (AGO Form 82-3R, dated 1 Mar 94). Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums.

**ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

**PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED.** Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

**APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED.** Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

**SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.**

**Military membership is desired.**

**INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.**

**MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION**